

Wholesale Food Distribution Self-Inspection Checklist

Date _____ Employee _____

The items listed in this checklist are the major areas our Division will be looking for when we perform our routine food facility inspections. This checklist is provided so that you may perform periodic reviews of your facility's operation. We suggest that you go through this checklist, and "check off" those items that are in compliance. That not in compliance would be considered a "violation" during our inspection, and need to be corrected. We hope this assists in maintaining your facility at the highest standards.

THE FOLLOWING CONDITIONS ARE SERIOUS AND PRESENT A MAJOR HEALTH HAZARD. IF ANY OF THE FOLLOWING CONDITIONS ARE PRESENT, THE FACILITY MUST CLOSE UNTIL THE CONDITION(S) IS/ARE CORRECTED.

- ☐ Overflowing sewage, inside or outside of the facility.
- ☐ No electricity - applies to refrigerated warehouses
- ☐ Severe rodent or insect infestation
- ☐ Actual or potential threat to the public (no refrigeration available, sick employees handling food, etc.)

Receiving and Distribution

Yes No Corrective Action

- Food product received from approved source ☐ ☐ _____
- Is trailer and food product inside the trailer in good condition?
(Raw material condition, Presence of pest evidence,
Presence of other objectionable materials. ☐ ☐ _____
- If refrigerated items are received/shipped, is product
temperature safe? ☐ ☐ _____

Food Storage

Yes No Corrective Action

- Each refrigeration/cooler unit temperature is monitored on a
daily basis and records maintained (A continuous read system
with alarm capacity is recommended for refrigeration/cooler
units) ☐ ☐ _____
- Storage areas clean and dry. Food product and packaging
materials. Are off the floor and protected from contaminants.
(Proper Packaging and coverage, labeled /coded allergens). ☐ ☐ _____
- Nonfood items (including chemical and cleaning items)
separated. ☐ ☐ _____
- Separate storage area for salvage items is provided and
maintained clean and organized. Procedures for handling
salvaged, expired, damaged, or contaminated foods are
followed. ☐ ☐ _____
- Food product is rotated to ensure stock rotation (e.g., FIFO,
FEFO) ☐ ☐ _____

Recommendation

Being prepared to cooperate in food recalls, trace backs, and similar food notifications.

Liquid Waste Disposal

	Yes	No	Corrective Action
• Toilet(s) are operable.	<input type="checkbox"/>	<input type="checkbox"/>	
• Sewage/wastewater is properly disposed preventing overflow or backup in facility.	<input type="checkbox"/>	<input type="checkbox"/>	
• Floor sinks in the facility are clean and not clogged or overflowing.	<input type="checkbox"/>	<input type="checkbox"/>	
• Mop water /waste water (cleaning trailers) is disposed of through approved plumbing system (in the mop sink, specific drain equipped with a clarifier); not on ground outside.	<input type="checkbox"/>	<input type="checkbox"/>	

Vermin

	Yes	No	Corrective Action
• The facility is free of vermin.	<input type="checkbox"/>	<input type="checkbox"/>	
• Roll up doors are maintained closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	
• Outside doors have screens, are well sealed	<input type="checkbox"/>	<input type="checkbox"/>	
• The premises are kept free of litter or clutter	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation

Unobstructed, clearly delineated, space that is 12 to 18 inches between walls and stored items maintained. Professional pest control and records of services performed on all pest-monitoring devices.

Employees Training

	Yes	No	Corrective Action
• Employees have food safety training (e.g.CGMP)	<input type="checkbox"/>	<input type="checkbox"/>	
• Hand wash sinks are adequately stocked with soap and paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	
• Hands are thoroughly clean and properly washed using soap and warm water (held to at least 100 ° F), washing for about 15-20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	
• Employees are wearing adequate hair restraints, gloves, uniforms.	<input type="checkbox"/>	<input type="checkbox"/>	
• Sick employees are excluded from food areas	<input type="checkbox"/>	<input type="checkbox"/>	

Equipment and physical facility

	Yes	No	Corrective Action
• Adequate probe thermometers provided to monitor food Temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	
• Thermometers are properly calibrated to obtain accurate readings of food products. (calibrate using ice bath and set to	<input type="checkbox"/>	<input type="checkbox"/>	

32 ° F).

- Pallets clean and in good repair. ☐ ☐
- Each refrigeration/cooler unit is clean, dry and in good repair. ☐ ☐
- Facility is supplied with potable cold and hot running water. ☐ ☐
- Waste pipes from sinks, refrigeration condensate, etc. are raised at least one inch above the top of floor drain to prevent backflow. ☐ ☐
- All faucets/sinks are working properly with no leaks. ☐ ☐
- Premises are free of debris build-up and unnecessary clutter or items that are unnecessary to the operation or maintenance of the facility... ☐ ☐
- All outside trash bins are kept closed and maintained to prevent vermin harborage or nuisance. ☐ ☐
- Proper backflow devices installed to prevent cross contamination and/or potential back siphonage (hose down station/mop sinks) ☐ ☐
- Floors are maintained in good condition, smooth and easy to clean. ☐ ☐
- Ceilings are maintained clean and in good repair. ☐ ☐
- Walls are kept in good repair ☐ ☐

STRONGLY RECOMMENDED

- Temperature Control Procedures (e.g. Thermometer Calibration Log, Temperature Log)
- Food Storage Procedures
- Receiving, Transportation and Delivery Procedures (Receiving Logs, Shipping Logs)
- Recall Plan (Mock Recalls)
- Employee Practice Procedure
- Sanitation and Cleaning Procedure (Master Cleaning Schedule)
- Pest/Vermin Control Procedures
- Documentation and Record Keeping Procedures